

FBIS Chrono

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FBIS-1665/85

1 OCT 1985

MEMORANDUM FOR: Deputy Director for Science and Technology

FROM: [REDACTED]

Director, Foreign Broadcast Information Service

SUBJECT: Recommendation for Quality Step Increase -
[REDACTED] GS-06/6

1. This memorandum recommends that [REDACTED] Information Control Clerk in the Personnel and Training Branch of FBIS' Administrative Staff, be awarded a quality step increase for her sustained superior performance since her last promotion in March 1984.

2. [REDACTED] primary responsibilities are to maintain all FBIS soft files for staff, contract, and foreign national employees (in excess of [REDACTED] people) and to receive, distribute, and file monthly computer runs and vacancy notices. Her supervisors have rated her performance as good on her last two performance appraisal reports.

3. In addition to her other duties, in October 1984 [REDACTED] was given responsibility for monitoring PARs within FBIS. This duty involves distributing blank PARs to the appropriate office and monitoring these forms closely to insure that they are written and processed in a timely manner. She then must review each PAR for completeness and adherence to regulations before forwarding it to the main Office of Personnel. Perhaps her most difficult task is the monitoring of delinquent PARs. It is no trivial task to contact supervisors and get them to write a delinquent PAR. This responsibility was directed as a result of the directorate being charged with over [REDACTED] delinquent PARs; FBIS with [REDACTED] of the [REDACTED] diligent efforts have resulted in FBIS now having only 5 delinquent PARs. She also provides the directorate with a quarterly report on the status of delinquent PARs. Since controlling delinquent PARs is an ongoing effort, [REDACTED] has set up a comprehensive filing/tickler system which keeps her informed of the status of all PARs. Through perseverance and motivation, [REDACTED] has succeeded in establishing procedures that allow anyone in the Admin Staff to move in and take over PAR responsibility in her absence.

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STAT 4. The rapid progress that [redacted] has made in meeting her goals
and the high standards she now maintains deserve recognition through the
award of a quality step increase for sustained superior performance.

STAT [redacted]

APPROVED:

STAT Deputy Director for Science and Technology

Date

STAT DDS&T/FBIS/Admin/P&TB [redacted] (24Sept85)

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